

**CONFIDENTIAL**

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26 SEP 1979

MEMORANDUM FOR: Director of Logistics  
VIA: Chief, Foreign Networks Division, OC  
FROM: [REDACTED]  
Foreign Networks Division, OC  
SUBJECT: Analysis of OC Logistical System (U)

a. Interview the maximum number of people, not only Logistics careerists but OC employees as well.

b. Take a look at the possibilities of further streamlining procedures in an effort to make them as simple and understandable as possible. In addition, we will attempt to develop standard procedures which will meet the unique needs of each of the areas.

c. Locate gaps in existing lines of communications between OC and the Office of Logistics and attempt to develop courses of action which would eliminate such gaps.

d. Attempt to identify any redundancies in the existing system as, for example, the maintenance of duplicate records or employees charged with the same or overlapping functions.

e. Explore the possibility of better central control over high-dollar value, long leadtime, critical spare parts as determined by OC. This could well mean more use of computers and data link transmissions to a central point in Headquarters. We were interested to note that several fairly senior officers in [REDACTED] believe this sort of a control mechanism could be set up.

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7-17-1979 NOTICE  
INTERVIEW NOTES  
AND METHODS INVOLVED

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26 Sep 79  
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SUBJECT: Analysis of OC Logistical System (U)

f. Review each of the Logistics elements to ensure that all assigned individuals are being fully utilized.

g. Determine if the current approach to training and orientation of Logistics personnel assigned to OC is adequate. (C)

2. Following completion of the above steps, we will analyze possible courses of action, pointing out the pros and cons of each, following which the necessary recommendations will be made. (U)

3. Attached is a list of questions which will be provided to the field in advance of our visits. These questions were discussed with management at [REDACTED] and several minor changes made as the result of those discussions. We believe that the information developed through use of the attached questions was useful and will continue to be so. (C)

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Att

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- ① - C/SD/OL, w/att

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OL/SD, [REDACTED] dac/8295 (26 Sep 79)

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ATTACHMENT

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- (1) Do you believe, in general, that the support you are receiving from Headquarters is adequate?
  - A. What is it that seems to work the most smoothly?
  - B. What is it that concerns you or causes the most problems?
  - C. Given the opportunity, what would you do to change or enhance this support or upgrade the communications?
  - D. Do edited 88's come back in a timely fashion?
- (2) In your opinion, is the elapsed time it takes for requisitions being processed through the Headquarters system satisfactory or unsatisfactory?
  - A. What, in your opinion, can be changed to improve this service?
- (3) Interagency Support:
  - A. To whom do you go to obtain materiel and services?
  - B. Over a year's time, what level of dollars are we talking about?
  - C. Is there a formal IASA or is it an informal local agreement?
  - D. Are you getting the support needed to run your operations? If not, how would you suggest it be changed?
- (4) Support to other Government Agencies/other organizations, entities or assets.
  - A. What kinds of support, materiel and services are involved and at what levels?

- B. Do you believe the support you are giving is sufficient or can it be improved?
- C. What are we talking about in terms of dollars and man-hours?
- D. Is this support really necessary or is it wasted or possibly superfluous?

(5) Logistics delegation of authorities.

- A. What are your delegations for?
  - Procurement?
  - Releasing Authority?
  - Requisitioning?
  - Vehicles?
  - Housing?
  - Care and feeding?
- B. Are these delegations written out or just understood?
- C. Do these delegations allow you enough latitude to accomplish your mission or are they too restrictive?
- D. Is there a specific SOP you follow in the Station for Logistics operations?
- E. What Logistics records do you keep and for how long?  
In addition, what reports and to whom do they go?

(6) Logistics Personnel.

- A. Are all personnel properly utilized to maximize their abilities?
- B. Are there overlapping areas of responsibilities and redundancies?

- C. Are you able to cross train so as to maximize coverage for leave purposes and other contingencies?
- D. Are there technicians and other Communications personnel doing Logistical-type work? Please elaborate.
- E. Are Logistics personnel involved in duties other than ordinary Logistical tasks?
- F. Do your personnel feel they are part of the overall operation or do they feel somewhat left to fend for themselves? Please elaborate. STATINTL
- G. Are personnel doing the tasks outlined in their [REDACTED]

STATINTL

(7) Procurement.

- A. What's your feeling about your local procurement capabilities? Are they adequate? Could they be improved? Is your delegation of authority high enough?
- B. Are you getting enough detail in the requests to adequately describe the items needed?
- C. Any recommended change to the present method?
- D. Volume, average requests per day, week, month, dollars expended.

STATINTL

(8) [REDACTED]

- A. Do you use the document?
- B. What is your backup for the material in it?
- C. Do you have a card system?
- D. Is there an easier way to do it, as for example, the use of computers?
- E. Can it be used as an accountable document?
- F. Do Logistics personnel or the technicians inventory accountable property and non-accountable property when they visit stations under your jurisdiction?

(9) Maintenance and Repair of Equipment:

- A. Do you have a regular program for maintenance or is it on a catch-as-catch-can basis?
- B. How effective is the repair and return program from Headquarters?

STATINTL

(10) [REDACTED]

- A. With today's demands and skyrocketing costs, are you adequately staffed? Do you have too many or too few

STATINTL

- [REDACTED] to accomplish your mission?
- B. Is there a review process to completely oversee this operation or do you have enough confidence in them to keep supervision to a minimum?

STATINTL

- C. What delegations of authority is granted to the [REDACTED]
  - 1 - In writing?
  - 2 - Implied?

- (11) Did you receive adequate training and orientation before coming to your current assignment? If not, do you have any suggestions for improvement in existing training programs?